



General Election
November 3, 2015

Dear City Commission Candidate:

Thank you for your interest in serving on the Battle Creek City Commission. This letter includes links to access the forms needing to be completed when filing as a Commission Candidate. If you would like printed copies of the documents, please contact the City Clerk's office.

Please note that petitions cannot be circulated until June 1, 2015. The deadline for filing Nominating Petitions and Affidavits of Identity is 4:00 p.m. on Tuesday, July 21, 2015.

Affidavit of Identity and Receipt of Filing must be used when filing petitions. Both the white and yellow copy must be filed with the City Clerk. (available with petitions) [Affidavit of Identity and Receipt of Filing](#)

Statement of Organization & Campaign Finance Information from the Calhoun County Clerk's office: including Campaign Finance Reporting presentation (will be available with petitions)

Department of State Memorandum: available at [Department of State Memorandum](#)

Michigan Campaign Finance Act Getting Started as a Candidate: available at [Getting Started as a Candidate](#)

Candidate Committee Manual and Appendices: explains the obligations candidates must meet under Michigan's Campaign Finance Act. This document is not included, but is available at: [Candidate Committee Manual and Appendices](#)

Candidate Committee Campaign Statement Instructions and Forms: contains forms, instructions, and examples necessary for filing Campaign Finance reports. Forms are available in the filing packet or online at [Candidate Committee Campaign Statement Instructions and Forms](#)

Statement of Organization Form for Candidate Committees: must be filed with the Calhoun County Clerk. A candidate has 10 calendar days to form a Candidate Committee from the day of filing nominating petitions, making a campaign expenditure, or receipt of a contribution. After the Committee's formation date, the Candidate has 10 additional calendar days to register the Committee with the Calhoun County Clerk. [Statement of Organization Form for Candidate Committees](#)

Campaign Finance Contribution Limits: this booklet states the contribution limits for all county, local and judicial offices. New contribution limits are based on the population of the district. [Campaign Finance Contribution Limits](#)

Nominating Petitions, available at the City Clerk's office, cannot be circulated prior to **June 1, 2015**. An Affidavit of Identity and nominating petitions must be filed with the City Clerk by **4:00 P.M. on Tuesday, July 21, 2015**. There is no option to pay a filing fee in lieu of submitting petitions.

Ward Candidates must gather not less than fifty (50) or more than seventy-five (75) valid signatures of registered electors of that Ward.

At-Large Candidates must gather not less than one hundred (100) or more than one hundred fifty (150) valid signatures of registered electors of the City of Battle Creek.

State manuals, **“Circulating City Nominating and Qualifying Petition Forms,”** and **“Preparing, Circulating and Filing Petitions for Public Office”** are enclosed as an aid in gathering signatures.

[Circulating City Nominating and Qualifying Petitions](#)
[Preparing, Circulating and Filing Petitions for Public Office](#)

The Political Sign Ordinance must be observed in the placing and removing of political signs during the campaign. (Included in packet)

Write-In Candidate Declaration of Intent form must be used when an individual wishes to be a write-in candidate on the ballot. It must be filed with the City Clerk no later than 4:00 P.M. on **October 23, 2015.**

[Write-In Candidate Declaration of Intent Form](#)

City of Battle Creek Map of Wards, Precincts and Polling Locations are available at battlecreekmi.gov

[City of Battle Creek Precinct Map](#)

Ward 1 Map: <http://www.battlecreekmi.gov/AssetFactory.aspx?vid=7763>

Ward 2 Map: <http://www.battlecreekmi.gov/AssetFactory.aspx?vid=7764>

Ward 3 Map: <http://www.battlecreekmi.gov/AssetFactory.aspx?vid=7765>

Ward 4 Map: <http://www.battlecreekmi.gov/AssetFactory.aspx?vid=7766>

Ward 5 Map: <http://www.battlecreekmi.gov/AssetFactory.aspx?vid=7767>

Once again, thank you for your interest in serving on the Battle Creek City Commission. I wish you well in your campaign. If our office can be of further assistance, please contact us.

Sincerely,



Victoria L. Houser
City Clerk

City Clerk's Office – (269) 966-3348
Calhoun County Clerk Elections Office – (269) 781-0988
Michigan Department of State Bureau of Elections (800) 292-5973
Campaign Finance – (517) 373-8558

Affidavit of Identity and Receipt of Filing:

http://michigan.gov/documents/ED104_Aff_ID_Fil_Rec_Vendor_83725_7.pdf

Department of State Memo: http://www.michigan.gov/documents/sos/2015_CAN_Memo_476749_7.pdf

Getting Started as a Candidate:

http://www.michigan.gov/documents/sos/Candidate_Getting_Started_MCFA_371663_7.pdf

Candidate Committee Manual and Appendices:

<http://www.mertsplus.com/mertsuserguide/index.php?n=MANUALS.CandidateManual>

Candidate Committee Campaign Statement Instructions and Forms:

http://www.michigan.gov/documents/Candidate_Committee_Forms_42273_7.pdf

Statement of Organization Form for Candidate Committees:

http://michigan.gov/documents/CANSofOwithEF_71512_7.pdf?20130806135546

Campaign Finance Contribution Limits:

http://michigan.gov/documents/sos/2014_Contribution_Limits_443582_7.pdf

Circulating City Nominating and Qualifying Petition Forms:

http://michigan.gov/documents/SOS_ED106_City_Twp_Pet_Form_77021_7.pdf

Preparing, Circulating and Filing Petitions for Public Office:

http://michigan.gov/documents/sos/PrepCirFilePetPublicOffice_483402_7.pdf

Write-In Candidate Declaration of Intent form: http://michigan.gov/documents/Dec-Int-Write-In_94360_7.pdf

CityofBattleCreekPrecinctMaps:

http://www.battlecreekmi.gov/City_Government/Departments/City_Clerk.htm